

# Robert A. Nairn, Chief Administrative Officer at Brock University fonds, 1964-1982, n.d.

## UA 18

**Creator:** Robert A Nairn

**Extent:** 1.10 m. (3 ½ boxes) textual material

**Abstract:** The Robert A. Nairn, Chief Administrative Officer at Brock University fonds includes clerical records and clippings that document the activities of Brock University.

**Materials:** Correspondence, minutes, documents and clippings

**Repository:** Brock University Archives

**Processed by:** Anne Adams

**Finding Aid:** Anne Adams

**Last Updated:** April 2017

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**Citation:** UA 18, Robert A. Nairn, Chief Administrative Officer at Brock University fonds

**Acquisition Info:** Files were donated by Brock University

**Administrative History:**

Robert A Nairn served as the first Chief Administrative Officer at Brock University for 10 years. He moved into the position of Secretary of the University in 1974 where he remained until his retirement in January of 1984. Prior to his time at Brock, he served as an officer on Corvettes and Frigates in the North Atlantic convoys. He graduated from the University of Windsor, Ontario with an Honours degree in Business. He died in May of 2006.

This collection provides an overview of the beginnings of the new university. It documents problems ranging from a missing typewriter and a rained-out rock concert to

low enrolment. Planning, programs and personnel are addressed, as well as space issues and budgetary concerns. The concerns of students are also addressed within this collection.

**Scope and Content:**

The bulk of the materials consist of correspondence, clippings and minutes. The original order has been maintained where possible and where no order existed like records were brought together.

**Organization:** The records are arranged into 2 series.

**Series I – Administrative Records, 1964-1982, n.d.**

Sub-Series A. Correspondence, 1964-1973

Sub-Series B. Minutes, 1965-1973, 1975-1982

Sub-Series C. Personnel, 1965-1970

Sub-Series D. Financial Reports, 1964-1974, 1978

Sub-Series E. Non-Academic Departments, Sites and Services, 1965-1974, 1976-1978, n.d.

Sub-Series F. Academic Departments, 1965-1973

Sub-Series G. Programs and Special Functions, 1966-1972

Sub-Series H. Associations, Committees and Clubs, 1965-1973, 1976-1977

Sub-Series I. Documents and Reports, 1964-1974

Sub- Series J. Miscellaneous, 1965-1967, 1969-1970, 1973-1974

**Series II – Student Affairs, 1966-1979**

Sub-Series A. Correspondence, 1966-1975, 1979

Sub Series B. Minutes, 1969-1970, 1975-1978

Sub-Series C. Student Activities and Issues, 1968-1973

**Inventory:**

**Series I – Administrative Records**

**Sub-Series A. Correspondence, 1964-1973**

- 1.1 Correspondence regarding psychiatric cases, parking, book store policy, inter-campus transportation of students, a temporary faculty lounge and room reservations. A floor plan of the Glenridge Campus is included as well as a timetable, 1964-1966
- 1.2 Correspondence and memos regarding purchasing, mail delivery and formula financing. Room numbering for the Brock Tower is included, 1967

- 1.3 Correspondence with University Affairs, 1967-1968
- 1.4 Correspondence mainly concerning grants and budget. Included is a report on standing, examinations and promotions. Some clippings regarding government grants are also included, 1968
- 1.5 Correspondence including a list of full-time academic staff for 1964-1969 listed by department. Other topics include: conferences, seminars and space management. Clippings regarding Education Minister William Davis' decision not to extend grants to graduates that skip grade 13 are also included, 1969
- 1.6 Correspondence including a flyer about Brock's Special Summer Program for exceptional grade 12 students. Enrolment and budget data are also included, Jan. – June 1970
- 1.7 Correspondence regarding Capital financing and briefs on the academic philosophy of Brock and enrolment patterns, July – Dec. 1970
- 1.8 Correspondence regarding Brock University Centre including a bill of fare from the pub, 1970-1973
- 1.9 Correspondence including new occupancy arrangements for Thistle, the tower and residence. Enrolment was also discussed, 1971
- 1.10 Correspondence regarding concern with enrolment. There is also discussion of Merrittville Highway houses being removed from Brock's inventory, 1972-1973

**Sub-Series B. Minutes, 1965-1973, 1975-1982**

- 1.11 Residence Study Committee minutes, 1965-1969
- 1.12 Minutes of Food Services meetings, 1965, 1970-1972
- 1.13 Authorizing and Purchasing Committee minutes, 1966-1970
- 1.14 Meetings with Committee on University Affairs, 1966-1968, 1972
- 1.15 University Government Study Committee minutes, 1967, 1970
- 1.16 Minutes of the 35<sup>th</sup> meeting of the Senate, 1968
- 1.17 Brief for meeting with Committee on University Affairs, Nov. 25, 1968
- 1.18 Services Sub-Committee minutes, 1970
- 1.19 Meeting of the Executive Committee, 1970
- 1.20 Campus Centre Policy Committee minutes, correspondence and memos, 1970-1973
- 1.21 Environment Committee minutes, 1971
- 1.22 Rosalind Blauer Centre for Child Care minutes, 1975-1982

**Sub-Series C. Personnel, 1965-1970**

- 1.23 Travel and moving expenses, 1965, 1967
- 1.24 Vacations, 1966-1967
- 1.25 Job descriptions and salary scales, 1966-1968
- 1.26 Sabbaticals – policy and correspondence, 1966, 1969
- 1.27 Appointments, dismissals, increases, promotions, and resignations, etc., 1967-1970
- 1.28 Safety, 1968
- 1.29 Turnover reports, 1968

**Sub-Series D. Financial Reports, 1964-1974, 1978**

- 1.30 Income for the years 1964-1966, operating income and expenditure budget 1966-1967, operating budget 1967-1968, operating statistics 1966-1969, final budget for 1970-1971, revised budget for 1973, statement of income and expenditure 1968-1974 and 1978 portfolio of investments for the University Scholarship Endowment Fund, 1964-1974, 1978

**Sub-Series E. Non-Academic Departments, Sites and Services, 1965-1974, 1976-1978, n.d.**

- 2.1 St. Catharines Board of Education school site on Lockhart Drive, 1965-1966
- 2.2 Bookstore planning, policy and correspondence, 1965-1970
- 2.3 Brock Tower furnishings and equipment, 1966-1967, 1969
- 2.4 Library including correspondence and plans, 1966-1971
- 2.5 Computer Centre correspondence and memos, 1966-1971, 1973
- 2.6 Registrar including correspondence and the Role of the Registrar, 1966-1973
- 2.7 Residences (Glenridge) including correspondence, 1967-1969, 1972-1973
- 2.8 Food Services including correspondence. Includes information on the strike against Canteen of Canada. Included is a list of food price increases for 1971, 1968-1972
- 2.9 Thistle Theatre rental fees and correspondence, 1969-1971
- 2.10 Day Care Centre including correspondence regarding need for a day care centre, as well as the issues surrounding the opening of such a centre, 1970-1973
- 2.11 St. Catharines Symphony Association (Wright House – old Field Office) including correspondence regarding the use of Wright House for the symphony, 1972-1973
- 2.12 University Archives including an archives policy, 1973, 1976
- 2.13 Niagara Child Development Centre correspondence, 1974
- 2.14 Rosalind Blauer Centre for Child Care including a flyer about the centre, 1977-1978, n.d.

**Sub-Series F. Academic Departments (in alphabetical order), 1965-1973**

- 2.15 Administrative Studies curriculum in administration, 1973
- 2.16 Audio-Visual correspondence regarding equipment, 1966-1971
- 2.17 Biological Sciences including correspondence and general facts, 1966-1967, 1969, 1972
- 2.18 Chemistry Department correspondence, 1966-1967
- 2.19 Classics including correspondence, 1967, 1970
- 2.20 Continuing Education correspondence, 1966-1969
- 2.21 Dean of Arts and Science correspondence, 1967-1968, 1970, 1972
- 2.22 Drama correspondence and memos including information on Thistle Theatre, 1968-1971
- 2.23 Geography correspondence, 1966-1969, 1972-1973
- 2.24 Geology including correspondence, *Geological Sciences Newsletter* and the Geological Sciences thesis release form, 1968-1970, 1972
- 2.25 Music including correspondence regarding the acquisition of the pianos, 1970
- 2.26 Physical Education and Recreation including the athletic and recreational schedule, the work load, the budget, comparisons with other universities and site plan, 1967-1968
- 2.27 Politics – *Five Years in the Life of....A Personal Account of the Department of Politics* by W. H.N. Hull, 1970
- 2.28 Provost (Alan Earp) correspondence, 1968-1973
- 2.29 Psychology information on scientific equipment and furniture, 1969
- 2.30 Romance Studies including correspondence and information on the Language Laboratory, 1966-1968, 1971-1972
- 2.31 Science building and Scientific equipment, 1965-1966, 1968-1969
- 2.32 Sociology – Admissions Board Study by the Sociology Department, 1971
- 2.33 Teachers' College including correspondence and memos, 1966-1971
- 2.34 Technical Services – Proposed operation technical services for the Science Departments including correspondence, 1967, 1969, 1971

**Sub-Series G. Programs and Special Functions, 1966-1972**

- 2.35 Conference in the auditorium at the Glenridge Campus resulting in the Mayo Report with comments by J.N. Jackson, W.H.N. Hull, J.W. Wilson and Edward E. Michelson, 1966
- 2.36 Visit of Sir Henry Lintott, High Commissioner for the United Kingdom, 1966
- 2.37 Centennial program including remarks by James A. Gibson, 1967
- 2.38 World University Service, 1967-1968

- 2.39 Orientation, 1969-1970
- 2.40 United Fund Campaign, 1971
- 2.41 Brock's first convocation including clippings, 1967
- 2.42 Convocation, 1968-1972

**Sub-Series H. Associations, Committees and Clubs, 1965-1973, 1976-1977**

- 3.1 Association of Universities and Colleges of Canada correspondence and memos, 1965-1971, 1973, 1976-1977
- 3.2 Committee of Presidents of Universities of Ontario correspondence, 1966-1969
- 3.3 Faculty Club correspondence, newsletters and some minutes, 1967-1969, 1971-1973
- 3.4 Committee of Presidents of Universities of Ontario correspondence, 1970-1973
- 3.5 Fine Arts Committee correspondence and prices for special events series, 1970-1971
- 3.6 Ontario Confederation of University Faculty Associations correspondence and flyers, 1970-1972
- 3.7 Canadian Association of University Business Officers correspondence, 1972-1973

**Sub-Series I. Documents and Reports, 1964-1974**

- 3.8 An Act to Incorporate Brock University, 1964
- 3.9 National Research Council Report on Professional Salaries, 1965-1967
- 3.10 Report on the New University Building Course sponsored by the British Council, 1966
- 3.11 Brock University Progress Report by Dr. James A. Gibson, 1967-1968
- 3.12 Committee on University Affairs submissions, 1967-1974
- 3.13 Report of Earl R. Davey, Chairman of the Board of Governors to the fifth annual meeting of the Board of Governors, 1969
- 3.14 Space utilization report, 1967-1969
- 3.15 *Brock Gazette* published by authority of the senate – includes some correspondence, 1968, 1970-1972
- 3.16 Development of Glenridge Campus Phase 3B, 1969
- 3.17 Report of the Commission on Post-Secondary Education in Ontario, 1971-1972
- 3.18 Report on the expansion of the emergency power system by Acres Consulting Services Limited – includes correspondence, 1972
- 3.19 Dr. Gibson's *10 Year History of Brock*, 1974

**Sub-Series J. Miscellaneous, 1965-1967, 1969-1970, 1973-1974**

- 3.20 Tree exchange program with New Zealand, 1965-1966
- 3.21 Cable tv proposal, agreement and correspondence, 1967, 1973-1974
- 3.22 Artist in residence (Ian Henderson), 1969-1970

**Series II – Student Affairs including BUSAC (Brock University Students Administrative Council), BUSA (Brock University Student Assembly) and BUSU (Brock University Students Union)**

**Sub-Series A. Correspondence, 1966-1975, 1979**

- 3.23 BUSAC and BUSU general correspondence including topics such as space concerns, a symposium for high school students, student accommodation and student use of Scollay House (a two storey, four-bedroom house at the extreme northeast edge of the DeCew campus on Sovereign Drive. The house has since been torn down), 1966-1967
- 3.24 BUSAC and BUSU general correspondence including *The Badger* (newspaper) activities, Scollay House where the Student Assembly is located, student conduct and discipline and a student lounge in Thistle Complex. A chart of the organization of the Brock Student Assembly is also included, 1968-1969
- 3.25 BUSAC and BUSU general correspondence includes information on a referendum which was held to decide students' involvement in university affairs. Petty theft and damage are a problem on campus. A Brock University Students' Union Report and Statement for June 13, 1970 is included. There is also mention of a fire at a barn dance, 1970
- 3.26 BUSAC and BUSU general correspondence including a contract between Brock University Students' Union and Donald Sheehan whereas BUSU is the lessee of a Tuck Shop in DeCew Residence and BUSU and Sheehan are desirous of selling foodstuffs and sundry products. Brock Radio submitted a request to use Scollay House. Financial statements for the Students' Union up until June 30, 1971 are included, 1971-1972
- 4.1 BUSAC and BUSU general correspondence including a Students' Union balance sheet from 1973 and the creation of the role of Ombudsman for the Students' Union. Also included are financial statements for the years 1973, 1975, 1976 and 1977/78. Information on room assignments and residence admissions is also contained within this file, 1973-1979
- 4.2 Correspondence from BUSAC dealing with the Board of Trustees and Senate including a report on the Committee on student discipline; a brief to the Board of Governors submitted by Patrick Beard, President of the Brock University Students' Union; a chronological report and description of student requests and resolutions and a report of the President of the Students' Union concerning problems at the College of Education, 1968-1970, 1974

**Sub Series B. Minutes, 1969-1970, 1975-1978**

- 4.3 BUSA minutes, 1969-1970
- 4.4 BUSAC minutes, 1975-1976
- 4.5 BUSAC minutes, 1977

4.6 BUSAC minutes, 1978

**Sub-Series C. Student Activities and Issues, 1968-1973**

4.7 Student conduct and student code, 1968-1969

4.8 Student awards, 1970

4.9 Rock concert (Brock Canadian Peace Festival) correspondence, minutes and clippings, 1970

4.10 Rock concert no. 3 – correspondence, minutes and clippings, 1971

4.11 Student activity fees including clippings, 1971-1972

4.12 Occupation of the 13th floor by students protesting the firing of 16 faculty members – flyers, memos, correspondence and clippings, 1973

4.13 Proposed student operated gas bar, 1973